

Date:

Tenant's name:
Tenant's address:

Dear

Tenancy at:

This is **not** an eviction notice. This is a 14-day Notice to Remedy regarding rent arrears.

Your rent is behind by \$[Enter amount]. This is a breach of the Residential Tenancies Act 1986 and our tenancy agreement.

The last payment received was \$ on . You are required by law to pay rent when it is due.

Please pay \$ by (the Payment Date).

You will also need to pay your current rent due on to bring your rent payments up to date.

Please call me on or email to discuss arrangements for you to pay the missed rent.

If you do not make this payment on or before the Payment Date, or make an arrangement with me to pay, I can apply to the Tenancy Tribunal to end your tenancy, and for you to pay all the rent owed.

I enclose a copy of your rent record for you to check with your bank statements or receipts.

Yours sincerely

Delivery:

Date: / /

By (tick):

- ☐ mail (*allow 4 extra working days)
- ☐ placed into letterbox or attached to the door (*allow 2 extra working days)
- ☐ sent to an electronic address given as an additional address for service after 5pm (*allow 1 extra working day)
- ☐ handed to tenant or sent to an electronic address given as an additional address before 5pm on the date of the notice (the first day of the notice period will be the next calendar day)

Note: Please ensure you keep a copy of this document for your own records

*Notice can only be delivered to a physical address or electronic address where this has been provided as an address for service in the tenancy agreement. An electronic address is an email address, fax number, mobile

For tenancy advice and information visit www.tenancy.govt.nz or call 0800 TENANCY (0800 836 262)

telephone number, or instant messaging account through which information can be easily accessed and referred to.